

Financial Services

FACT SHEET

Purchase Orders/Requisitions

Procurement of goods and services require compliance with various laws and University policies. Please call our office prior to entering into any procurement agreements/contracts. General guidance is provided below.

Purchase Orders (POs) and Requisitions

- Purchases of \$5,000 or more require approved purchase order **PRIOR** to purchase

- Department should create a requisition in TigerBuy after all support is obtained:
 - ✓ Vendor quote
 - ✓ Alabama Disclosure Statement (for purchases of \$5,000 or more)
 - ✓ If applicable – contract review, certificate of insurance, DSP for IT

- Email Requisition support to Margaret Randall mrandal2@aum.edu

- Financial Services will forward approved PO to department